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[redacted]  
14 May 1951

1. Mr. Jackson outlined the functions of Colonel Chester B. Hansen who has recently joined the staff as an assistant to the Director. Colonel Hansen's main function will be to compile a history of CIA--going into the legislative background, the initial organization, the Dulles Report, and the present reorganization. Mr. Jackson asked that the Assistant Directors recommend to Colonel Hansen the names of any persons qualified in this type of research. Dr. Langer stated that he had sent to Personnel the names of several such individuals. Mr. Jackson stated that Colonel Hansen would probably need certain editorial supervision from various Assistant Directors. He also pointed out that Colonel Hansen will have the responsibility of coordinating presentations made by various CIA officials to other government agencies.

2. Colonel Baird raised the problem of in-job training, pointing out that some of the personnel of the agency were not qualified for the jobs that they are presently holding. He pointed out that one of the smaller offices is currently releasing 29 employees for a clerical refresher course of two to four hours a day for four to six weeks. He said the most pressing problem facing the agency currently is language training, pointing out that the service language schools were already overburdened and that the Air Force was sending officers to Georgetown. The security problem in sending our people to non-governmental schools was noted. The Director suggested that the problem be met by obtaining the services of [redacted] and making use of currently existing facilities within the agency.

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Colonel Baird pointed out that the suggestion that CIA join with the other intelligence agencies in sending students to a short course at Roberts College this summer had fallen through but that conversations would be held with President Penrose of Beirut on the possibility of a nine-week course at that college.

3. Mr. Reber reported that the IAC had agreed that each agency independently would provide intelligence support to the Civil Defense Administration and that CIA will reconcile any differences. He stated that his office would coordinate liaison with Mr. Babbitt of Civil Defense who would deal directly with the Assistant Directors.

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4. Dr. Langer reported that the Board of Consultants would meet on Saturday at Princeton.

5. [redacted] suggested that the availability of [redacted] for heading research and development in CIA be investigated. Mr. Dulles recommended that a program outlining the future plans for research and development within the agency be prepared before [redacted] is approached.

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NO STAFF CONFERENCE HELD 21 MAY

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SC-M-18  
14 May 1951

STAFF CONFERENCE

Minutes of Meeting held in Director's  
Conference Room, Administration Building  
Monday, 14 May 1951, at 1100 hours.

General Smith Presiding

Present

25X1 William H. Jackson, Deputy Director  
Allen W. Dulles, Deputy Director for Plans  
[redacted] Asst. Deputy Director for Administration  
[redacted] Executive Assistant to DCI  
[redacted] Executive Assistant to DCI  
[redacted] Advisor for Management  
James M. Andrews, Asst. Director for Collection and Dissemination  
George G. Carey, Asst. Director for Operations  
[redacted] D/Asst. Director for Scientific Intelligence  
Kingman Douglass, Asst. Director for Current Intelligence  
William L. Langer, Asst. Director for National Estimates  
Max F. Millikan, Asst. Director for Research and Reports  
James Q. Neber, A/Asst. Director for Intelligence Coordination  
[redacted] Asst. Director for Policy Coordination  
[redacted] Special Asst. to Asst. Dir. for Special Operations

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